

KANSAS STATE UNIVERSITY
Single Event Travel (SET) Card
Cardholder Agreement-Appendix 6

Cardholder Name: _____

Cardholder agrees to accept responsibility for the protection and proper use of the Single Event Travel (SET) Card in accordance with the terms and conditions below.

Please read and initial on each line.

- _____ The person being assigned the card is responsible for preapproving, authorizing and validating all charges made with the card.
- _____ Purchases that are paid with funds other than State/University funds will result in a violation notice. The SET Card is not to be used as a pass-through for funds such as Foundation or personal funds.
- _____ Cardholder agrees to provide the supporting receipts from the vendor and substantiation information as designated by the BPC Coordinator under the agency policies and procedures. Failure to report or document any purchase may be deemed an improper use of the SET Card.
- _____ Cardholder understands that lodging expenses are allowed. However, rates exceeding the allowable State of Kansas rates may be a considered misuse of the SET Card unless prior approval was received.
- _____ If Cardholder experiences any major issues in using the SET card during travel, the Cardholder should contact the BPC Coordinator by emailing BPC@KSU.EDU or by phone at 785-532-6202, if during business hours.
- _____ Cardholder's agency shall be responsible for all charges, including fees and interest, incurred from the proper use of the Card.
- _____ **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he/she shall be personally liable for any improper use of the SET card and agrees to pay to the issuer of the card for charges related to such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the card may be cause for disciplinary action by the University and that improper use of the BPC may subject Cardholder to criminal prosecution. *Cardholder understands that the University may withhold amounts attributable to improper use by Cardholder from any paycheck or other state of Kansas warrant which may be payable to Cardholder.*
- _____ Cardholder understands that should his/her employment or student status with the University terminate for any reason, the SET card must be returned to the BPC Coordinator. Cardholder understands that the University may withhold his/her final paycheck until the SET Card is returned and fully reconciled. Cardholder also understands that Agency may withdraw authorization to use the SET Card and require the return of the SET Card at any time for any reason.
- _____ Cardholder understands that use of the SET card is subject to individual card limitations on expenditures used for official State business. All purchases must comply with State accounting and purchasing statutes, regulations and policies including all policies the Cardholder's Agency implements in the use of the Card as outlined in the KSU BPC Manual.
- _____ The SET Card shall not be used for the direct purchase of alcohol, including alcohol associated with meals. Additionally, meals may only be included on the SET card if they are part of a negotiated group meal that has received prior purchase approval and the cardholder provides itemized receipts with an account ledger for individual meals.

Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the card; has received, read and understands the Agency's Business Procurement Card Manual; and has read and understands this agreement.

Cardholder signature: _____ Date: _____